

**Minutes of a Regular Meeting of the  
Port Sheldon Township Board  
May 12, 2021 – 5:30 P.M.**

1. Call to order

2. Roll Call

Present: Howard Baumann, Teresa De Graaf, Rachel Frantom, Bill Monhollon and Gerald Smith

Absent: None

Also present: Attorney, Ron Bultje, Fire Chief, Brad Dirkse, Ottawa County Conservation District Watershed Technician, Frank Schroyer and two township residents.

3. Pledge of allegiance.

4. Invocation

Gerald Smith offered the invocation.

5. Additions to Agenda: Cemetery Sexton and Margaret Avenue Street Lighting Request

6. Approval of Agenda

**Motion** by Monhollon to approve the agenda with additions. Supported by Smith and carried.

7. Consent Agenda Approval

a. Approve Minutes- April 14, 2021 Regular Meeting.

b. Approve Financial Report

c. Approve Correspondence: Howard Baumann, Cemetery Sexton resignation

d. Approve Committee Reports

- Building – April report – thirty-two permits issued with five new house starts.

- Fire Department – April report – fifteen calls and two meetings.

e. Approve payment of Bills with addition of Cemetery outbuilding door installation invoice not yet received.

**Motion** by Smith to approve the consent agenda. Supported by Frantom and carried.

8. Presentation – Frank Schroyer, Ottawa County Conservation District

Mr. Schroyer explained three areas of interest to Port Sheldon Township residents:

a. Pigeon River Watershed

b. Scrap Tire Recycling Events – next – July 31, 2021

c. Water Quality Initiative – Ground Water, Farmland and Wildlife

9. Request from D.C. Land LLC to enter into Streetlighting Contract for Ventura Shores Phase 2.

**Motion** by De Graaf to enter into Ventura Shores, Phase 2 Streetlighting Contract and to authorize Supervisor and Clerk to sign. Supported by Frantom and carried with five yes roll call votes. Ayes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None

10. Resolution – Authorize change in Standard Lighting Contract.

**Motion** by Smith to adopt a resolution authorizing Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract. Supported by Monhollon and carried with five yes roll call votes. Ayes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None

11. Pickleball Courts Shade Shelter Request.

**Motion** by Smith to approve the purchase, installation and footings of a shelter near the pickleball courts. Supported by Frantom and carried with five yes roll call votes. Ayes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None

12. Loutit Library – Book return box.

**Motion** by De Graaf to approve the installation of a Loutit Library drop box on township hall property without cost to the township. Supported by Frantom and carried

13. Discussion – Township Hall Rental Rates.

Discussed renting by event type. Discussed rental rates. Table decision until June.

14. Building/Zoning Official position.  
Two individuals have shown interest in the position.
15. Recognition of National Law Enforcement Week, May 9-15.  
**Motion** by Smith to adopt a resolution recognizing May 9-15, 2021 as National Police Week and Ottawa County Sheriff's Department in particular. Supported by Frantom and carried with five yes roll call votes.  
Ayes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None
16. Additions to Agenda: Cemetery Sexton.  
**Motion** by De Graaf to accept, with regrets, the resignation of Howard Baumann as Cemetery Sexton.  
Supported by Frantom and carried.  
**Motion** by Baumann to hire Randy De Graaf as Cemetery Sexton at a rate of \$1,200 annually. Supported by Smith and carried  
Margaret Avenue Streetlight Request  
Supervisor Baumann will contact Consumers Energy regarding possible options for area lighting.
17. Public Comment:  
Township streetlighting  
Boardwalk maintenance/tree clearing explained.
18. Adjourn  
**Motion** by Smith to adjourn. Supported by Monhollon and carried.  
The meeting adjourned at 6:32 p.m.

Teresa De Graaf, Clerk